



*County Office of Boards & Commissions  
Presents*

***An Orientation for Board and Commission Members***

**Tuesday, March 4, 2014  
9:00 a.m. – 11:30 a.m.  
Lihu'e Civic Center, Pi'ikoi Room A/B**

This orientation is highly recommended for all Board and Commission members and County board and commission support staff.

**At this orientation training you will learn:**

- Guidelines on effective communication
- Your duties and responsibilities as a Board or Commission member
- The Kaua'i County Charter
- Standards of ethical conduct
- The Sunshine Law

**Guest speakers will include:**

- **Beth Tokioka**, County Director of Communications
- **Mike Belles**, Attorney at Law
- **Mauna Kea Trask**, Deputy County Attorney

**Registration & Information**

Please email [lagoot@kauai.gov](mailto:lagoot@kauai.gov) to register for this *free* training session.  
For information call 241-4917

**Deadline to register:**

**Friday, February 28, 2014**

Materials will be provided at the training session.

**Maximum of 35 attendees**

*If you need an alternate format, or an auxiliary aid due to a qualifying disability, please contact the Office of Boards & Commissions at 241-4917 at least five (5) working days prior to the training session.*